

Idaho Balanced Assessment System

**The Administration & Registration Tool (ART)
for provisioning in the Digital Library
October 16, 2014**



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Background

- The Digital Library opened June 3, 2014 for preview.
- Approximately 3400 Idaho educators accessed the DL during the beta phase.
- Idaho Educators that were provisioned at that time and until Sept. 30 were all entered under STATE DL_End User
- Idaho's 60 educators (SNEs) completed 5 trainings and each contributed 4 resources and reviewed a minimum of 12 resources
- Over 2000 resources which are 1/3 of the Digital Library content, exist today
- Over 100 commissioned Instructional and Professional Modules will be completed by the end of this year.

Topics (Digital Library Coordinator Guide)

- How do I access ART for the first time?
- How do I provision other district users?
- How do add my schools?
- How do I add my teachers?

Complete the Survey Monkey

- Email sent to districts with information and link on 10/3/2014
(www.sde.idaho.gov/site/formativeInterim)
<https://www.surveymonkey.com/s/BJ68JF>
- Identify who will be your District Digital Library Coordinators(s)
- Your district and Coordinators added by SDE
- Log in to art.smarterbalanced.org

Topics

- How do I access ART for the first time?
- How do I provision other district users?
- How do add my schools?
- How do I add my teachers?

Provision other district users

◀ ▶ slide to view **scheduling** options

Assessments

Select Assessments



Select a test to download from the Test Spec Bank



Add/Modify Assessment Information



Add Assessment Windows, Opportunities, Delay Rules and Eligibility Rules

View Participation Reports



View summary and detailed reports of student testing status

Registration

Upload Institutions, User and Students



Upload file that associates personnel with students (including accommodations)

or

Create/Modify Institutions



Create or modify school, district and state information



Create/Modify Students

Create or modify student information including accommodation



Create/Modify User

Create or modify personnel information including roles



Upload Student Explicit Eligibility



Upload student explicit eligibility for assessments

or

Upload Student Groups



Upload file that associate personnel with students

or

Create/Modify Student Groups



Create or modify student group that associates personnel with students

Provision other district users

Select Assessments

Add/Modify Assessment Information

Participation Reports

Upload Institutions, Users and Students

Create/Modify Institutions

Create/Modify Students

Create/Modify Users

Upload Student ExplicitEligibility

Upload StudentGroups

Create/Modify StudentGroups

User Search

Search Filters

First Name:

Last Name:

Email Address:

Role:

State Abbreviation:

Show Users with Errors:

Search

New

Export All to Excel

Export All to CSV

Export Search Results to Excel

Export Search Results to CSV

First Name	Last Name	Email Address	Telephone Number	Role Associations			
				Role	Associated Entity Name	Responsible Entity Type	State Abbreviation
Total results found:							

Page:

Provision other district users (p.16)

* Warning: You have unsaved changes

Add User Information

* Indicates required field


* First Name:

* Last Name:

* Email Address:

Telephone Number:

Role Associations

* Role	* Responsible Entity Type	Parent Filter	* Associated Entity Id	State
 Select... ▼	Select... ▼	Select... ▼	Select... ▼	<div>✓</div> <div>✗</div>

✓ Save ✗ Cancel

User Actions

↻ Sync ✓ Reset Password ✓ Lock User ✓ Unlock User

Provision District Users

Edit User Information

* Indicates required field




* First Name:


* Last Name:

* Email Address:


Telephone Number:

Role Associations


* Role	* Responsible Entity Type	Parent Filter	* Associated Entity Id	State	
District Coordinator	DISTRICT	Select...	381 - American Falls School District	ID	
DL_EndUser	DISTRICT	Select...	381 - American Falls School District	ID	


 Cancel

User Actions

 Sync

 Reset Password

 Lock User

 Unlock User

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Adding Schools (Institutions) p. 8

- Add manually or with template
- Templates can be found under “Resources” at the top of the screen
- Need 6 digit school number (Institution Identifier)
- Need ParentEntityType (District 3 digit #)
- Need NCES Institution ID
- <http://nces.ed.gov/ccd/schoolsearch>

Add schools/institutions

Smarter Balanced Assessment Consortium

Administration and Registration Tools → Resources

» MENU

- Select Assessments
- Add/Modify Assessment Information
- Participation Reports
- Upload Institutions, Users and Students**
- Create/Modify Institutions**
- Create/Modify Students

Create/Modify Institutions

Type Of Institution to create or modify: **District** | **Institution** |

Add schools



CCD Common
Core of Data

School Directory Information (2012-2013 school year)

[Search Results](#)

[Modify Search](#)

[Data Notes/Grant IDs](#)

[Help](#)

School Name:

Cambridge Jr-sr High School

NCES School ID:

160057000113

State School ID:

432 501

District Name:

Cambridge Joint District

[district information](#)

NCES District ID:

1600570

State District ID:

432

Mailing Address:

Po Box 39

Cambridge, ID 83610-0039

Physical Address:

40 N 4th St

Cambridge, ID 83610-0039

Phone:

(208) 257-

3321

Type:

Regular school

Status:

Currently operational

Charter:

No

Topics

- How do I access ART for the first time?
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- How do add my schools?
- How do I add my teachers?

Add teachers to schools

Add User Information

* Indicates required field


* First Name:


* Last Name:

* Email Address:


Telephone Number:

Role Associations

Role	Responsible Entity Type	Parent Filter	Associated Entity Id	State	
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 Cancel

User Actions

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 Reset Password

 Lock User

 Unlock User

Topics for DL_End User

- Login to the Digital Library
www.smarterbalancedlibrary.org
- Create a Password
- Complete Personal Profile
- Edit Personal Profile

Smarter Balanced Single Sign On



Smarter Balanced Single Sign On


Please Log In

Enter your username and password to log into the Smarter Balanced applications. After you log in, you will automatically be directed to the application you selected.

Username
Enter your email address

Password
minimum 6 characters,
including one number

[Forgot Your Password?](#)



Reset Your Password



Reset Your Password

Enter your email address that is on file in TIDE, and click [Next]. You will be prompted to enter the answer for your selected security question. You will receive an email that contains a new, temporary password. You will need to log in with the temporary password and update your account with a new permanent password.

Password Reset User Validation
Email Address:
Next

Contact:

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208-332-6988
Comprehensive Assessment
Coordinator
Smarter Balanced Applications

All Digital Library support materials
and information can be found on the
SDE webpage:

www.sde.idaho.gov/site/formativeInterim

